

JOB DESCRIPTION **National School District**

LEAD-LANGUAGE ASSESSMENT CENTER/INSTRUCTIONAL ASSISTANT

Purpose Statement:

The job of Instructional Assistant/Lead-Language Assessment Center is done, under the supervision of the Director of Educational Services, for the purpose/s of leading the District's student language assessment testing; working with individual and/or small groups of students in testing and assessment their language fluency; and providing clerical support.

Essential Functions

- Leads District assessment of students' language fluency.
- Assists students, individually or in small groups, with test assignments for the purpose of assessing students' language abilities.
- Distributes assessment materials for the purpose of providing students with necessary items.
- Implements testing and assessment plans for the purpose of evaluating student language proficiency.
- Maintains equipment, work area, students' files/records (e.g. cleaning work area, taking attendance, scoring assessments, etc.) for the purpose of ensuring availability of items and/or providing reliable information.
- Monitors individual and/or groups of students in the Language Assessment Center for the purpose of providing a safe and positive testing environment.
- Performs record keeping and clerical functions for the purpose of maintaining necessary records/materials.
- Promotes good habits for the purpose of improving the quality of students' outcome and encouraging student development.

Other Functions

- Assists other personnel as may be required for the purpose of support them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily

perform the functions of the job include: communicating with diverse groups; maintaining confidentiality, setting priorities; working as part of a team; and working with constant interruptions. Ability to work with a diversity of students whose primary language may be other than English.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is some opportunity to affect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine fingerdexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under a generally hazard free environment and in a clean atmosphere.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

Pre-Employment Drug Screening
Pre-Placement Physical Exam
Exam (NCLB) or 48 College Units

Certificates & Licenses

None Specified

Continuing Ed/Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

8-10-16

Salary Grade

Clsfd 16